

SECRET
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8 NOV 1971

MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT : RAB Staff Time Working in Support of
AREA and NARS


Vince:

1. After reviewing the list of projects to be done in RAB, I am certain you will agree that you have a "full-plate" of Agency records problems that need the full attention of you and your staff.

2. I recognize the importance you attach to lending a hand in support of NARS and AREA programs and outside activities. However, this upcoming year I want you and your staff to cut back on the time you have spent working on AREA and NARS conventions and conferences and serving as officers on their committees. I think NARS will agree that we have an excellent performance record and have spent much time in helping them run their programs. Now is the time for us to back off a bit and let some of your colleagues from other Agencies take on some of the work.

3. Specifically, I want you to inform whoever is organizing the next annual Federal Records Officers Conference that you will not have time to "chair" the hospitality committee or any other committee they may ask you to take. You have done enough for them the past two years and they should spread the work around. Also, when Rita's current term on the IRAC Steering Committee has expired we should respectfully decline any renomination of Rita or other members of your staff for this position.

4. In sum, let's take a breather this next year and let others do some of this work. We have enough Agency work to keep us all busy. We can take another look at more active participation in Calendar Year 1973.


Chief, Support Services Staff

STATINTL